



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, JANUARY 5, 2011**

1. The meeting was called to order at 5:06 p.m. by Board Vice President Peter Horikoshi
2. **ROLL CALL:** Vice President Peter Horikoshi, Board Members Dean Batchelor, Jose Villaflor and Executive Secretary Karen Willis

ABSENT: President Avonnet Peeler and Member Linda McHugh

STAFF PRESENT: Jill Kovacs, Senior Management Analyst

3. **MINUTES:** The minutes of the regular meeting of October 6, 2010 were presented for Board approval. Executive Secretary Willis handed out a corrected copy of the minutes with an explanation that she had noted an error on page 3, 2nd paragraph, 3rd line; the classification should be Administrative Management Analyst.

Board Member Batchelor moved to accept the corrected minutes. Board Member Villaflor seconded, and the motion was carried by a 3-0 vote.

4. **CONSENT CALENDAR:**
SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **OCTOBER, NOVEMBER, DECEMBER 2010.**

4-A	ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
	Apprentice Electrical Maintenance Technician	11/4/2010	2010-28PR
	Assistant Lineworker	11/4/2010	2010-27PR
	Assistant Utility Superintendent - Compliance	10/25/2010	2010-14
	Asst General Mgr - Engineering & Operations	12/3/2010	2010-34
	Community Dev Program Manager	11/3/2010	2010-32
	Electrical Engineer	11/22/2010	2010-39PR
	Firefighter	10/5/2010	2010-30(1)
	Line Working Supervisor	11/23/2010	2010-38PR
	Planning Services Manager	10/1/2010	2010-31
	Police Records Supervisor	11/18/2010	2010-35
	Public Works Coordinator	12/16/2010	2010-41
	System Operation & Field Service Supervisor	12/6/2010	2010-29
4-B	ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
	Assistant Engineer	8/27/2009	209-22PR
	Deputy City Attorney	2/24/2010	2010-02
	Maintenance Worker II	2/3/2010	209-37PR
	Police Officer (Recruit)	7/30/2010	2010-18

Police Officer (Acad Grad/Attendee) Juan Piceno		7/30/2010	2010-19
4-C	ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
	Administrative Management Analyst	12/22/2009	209-27R
	Custodian	12/2/2009	209-36PR
	Electrical Engineer	11/22/2010	2010-39PR
	Firefighter	10/5/2010	2010-30(1)
	Journey Lineworker	1/13/2010	2010-05
	Office Assistant	8/11/2010	2010-24
	Senior Clerk	8/19/2010	2010-26PR

Member Batchelor had questions regarding items on 4-A and 4-B.

4-A, Eligible List Established. Member Batchelor asked if we were hiring more than one Planning Services Manager since the Activity Report shows that a Planning Services Manager was hired, and under 4-A, an Eligible List was established for Planning Services Manager. Jill Kovacs responded that it was a matter of timing. The list was established from which that person was hired. Executive Secretary Willis confirmed that the list was established on October 1 and the person was hired on October 18.

4-B, Eligible List Extended. Member Bachelor referenced the first three entrees, Assistant Engineer, Deputy City Attorney and Maintenance Worker II, stating that the Assistant Engineer List has been out since August 2009 and that the other two lists have been out since February 2010. He asked if we were just extending the lists and not filling them. Executive Secretary Willis stated that that was correct. Because there are enough names on those lists, should a vacancy occur, we would be able to utilize those lists for interviews and selection. Member Batchelor asked for confirmation that these positions are not open at this time. Executive Secretary Willis confirmed and explained that depending on anticipated possible hiring needs and how many people are on the list, we may keep the list active just in case, and it also helps the people on the list. Jill Kovacs stated that there may be some upcoming activity with the Maintenance Worker II List.

Executive Secretary Willis provided information regarding the handling of Eligible Lists. The soon-to-be-expired lists are sent to impacted departments for the department heads to review. We then discuss whether or not to keep the list or cancel it and start recruiting if we have an opening. For those classifications that cross several departments such as Administrative Management Analyst and Executive Assistant, the lists come to the Executive Secretary to the Board and a determination is made based on how many names are on the list.

Member Batchelor moved to accept the consent calendar. Member Villaflor seconded and the motion passed by a 3-0 vote.

5. REGULAR AGENDA ITEMS

5-A Activity Report - Period of September 1, 2010 – November 30, 2010

Executive Secretary Willis stated retirements seem to be increasing, and that many positions will be refilled, including police officers. Firefighters are being filled with the six SAFER Grant appointments that were discussed at the last meeting plus two

additional regular positions. Executive Secretary Willis further explained that the Stock Clerk will be filled, that an Assistant General Manager Engineering and Operations for Alameda Municipal Power was recently hired, and that interviews were in process to fill the Public Works Coordinator. The Fire Chief will not be filled until the status of the City Manager position is known, thus an Interim Fire Chief is in that slot.

Vice President Horikoshi noted that there seems to be a lot of interim department heads right now. Executive Secretary Willis responded that there is an Interim Chief of Police, Interim Fire Chief, Acting City Manager and Acting City Attorney. Vice President Horikoshi commented that he was just reading in the newspaper about the City Attorney. Executive Secretary Willis stated that this should be covered under communications from the Board.

5-B Report Back on Equipment Operator Job Specification

Executive Secretary Willis reminded the Board that at the last meeting a question was raised with regard to the classification of Equipment Operator and the classification of drivers license needed for that position. Jill Kovacs explained that she spoke with John McDonald, Parks Manager, and with Dale Lillard, Recreation and Park Director regarding this. They are aware of the licensing's requirements and said that none of their vehicles, including the water truck, meet the 25,000 pound requirement for the special license and that all their vehicles are all single axel which requires only the Class C license. Likewise, all the vehicles listed on the specification and all vehicles used in and by the Parks Department, require the Class C License.

Member Villaflor moved to accept the Regular Agenda Items. Member Batchelor seconded and the motion passed by a 3-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

There was no one present from the public.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Vice President Horikoshi inquired about the City Attorney. Executive Secretary Willis stated that there was not much she could tell the Board, other than what has already been in the news or on video. She explained that the City Attorney is on paid administrative leave, and that the senior Assistant City Attorney is now the Acting City Attorney until it is known what the status of the City Attorney will be. Executive Secretary Willis acknowledged that there was a video of the City Attorney accepting a position in the City of Barstow, and that action was taken on December 28th by the City Council placing the City Attorney on paid administrative leave until further notice. The other action City Council took in that same meeting was the placing of the Interim City Manager on paid administrative leave through the end of her contract, and making the announcement that they wanted to begin the recruitment process for a City Manager. The Human Resources Department is charged with doing the recruitment for the City Manager.

Executive Secretary Willis reviewed the recruitment process that is being implemented for the City Manager recruitment, and stated that resumes would be accepted through the end of January, with interviews sometime in February. Jill Kovacs reminded the Board that the City Manager, City Attorney and City Clerk don't fall under the purview of the Civil

Service Board, since they are directly appointed by Council. Executive Secretary Willis explained that Council wants to do a meritorious process, with due diligence and get somebody who they believe will lead the City in the direction they want to go.

Member Batchelor inquired about the due date of the AB1234 Ethics Training certificate. Executive Secretary Willis stated that there is still time and it can be done on line.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

There was discussion that the next meeting of the Civil Service Board will be held on Wednesday, April 6, 2011 beginning at 5:00 p.m.

Executive Secretary Willis brought up the City's new webpage, and will advise the Board when it is up and running.

9. Vice President Horikoshi asked for a motion to adjourn the meeting. Board Member Villaflor moved to adjourn and Member Batchelor seconded the motion. The motion passed 3-0 and the meeting was adjourned by Vice president Horikoshi at 5:52 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board